

6 August 1975

Mr. William T. Murphy  
Office of the National Archives  
National Archives and Records Service  
National Archives Building  
Seventh Street and Pennsylvania Avenue, N.W.  
Washington, D. C. 20408

Dear Mr. Murphy:

Attached hereto are three lists which we hope will be helpful in your inventory of the 164 reels of Office of Strategic Services motion picture film that I am transferring to your custody today.

The first itemizes the eleven classified films which have been separated from the whole and placed in a single box.

The second notes three unclassified reels "charged out" that I am to deliver to you within the near future. The third lists all 156 unclassified films, including the three, which we are offering to the National Archives.

STAT

Chief, Agency Archives  
Central Intelligence Agency

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*Attachment 3*

OSS

LIST OF UNCLASSIFIED FILM*unclassified film subjects: 35*

Box	Item	Index No.	Title	Print Negative Master	Declass. <del>Secret</del> <del>Conf.</del> Unclas.	Comments
Box 1	1	✓ A9001	Coastline of Japan	P	U	
	2	T ✓ B6033	Ground to Air Transfer	2P	D	
	3	✓ B6034	Crete	P	U	
	4	T ✓ B6037	Chinese Commandos	P	D	
	5	T ✓ B6038	Burma Butterflies	P	D	
	6	T ✓ B6058	OSS Training in Middle East	2P	D	
	7	B6074	Nazi Supreme Court Trial of the Anti-Hitler Plot, Sept. 1944 - Jan. 1945	P	U	
	8	✓ B6077	Manuel Quezon (In Memoriam)	P	U	
	9	T ✓ B6078	Maneuver Report No. 1	P	U	
Box 2	10	T ✓ B6079	Abrasives & Grinding Wheels	P, N	U	
	11	T ✓ B6087	Signal Mirror	N	U	
	12	✓ B6088	Geography of Japan	P, N	U	
	13	✓ B6100	Inside Tibet	P, N	U	
Box 3	14	T ✓ B6121	OSS Transmitter-Receiver 1	P	D	
	15	T ✓ B6123	Gallahad Forces	2P	D	
	16	T ✓ B6147	OSS Camera Report-- China, Burma, India	P	D	

	<u>Item</u>	<u>Index No.</u>	<u>Title</u>	<u>Print Negative Master</u>	<u>Declass. Secret Conf. Unclas.</u>	<u>Comments</u>
	17	✓ B6182	Natural Resources of Japan	1P, N	U	
	18	✓ B6189	Preview of Assam	P	D	
	19	✓ B6208	FDR Speech	P	U	
	20	✓ B6210	FDR Speech - Incomplete	P	U	
	21	T ✓ B6247	Unfinished Report	2P	D	
	22	✓ B6251	Soviet Siberia and Central Asia	P, N	U	
Box 4	23	T ✓ C6034	Morale Operations Field Report #1	P	D	
	24	✓ C6048	Norway	P	U	
	25	T ✓ C6200	Nassau Training Report	P	D	
	26	T ✓ C6201	8-Man Folding Boat	P	U	
	27	T ✓ C6202	2-Man Folding Boat	P, N	U	
	28	T ✓ C6205	Nylon Rubber Boat	M	U	
Box 5	29	T ✓ C6305	Cayuga Mission-OG Report	2P, N	D	
	30	T ✓ C6325	Project Gold Dust	2P	D	
	31	T ✓ C6430	China	P	U	
	32	T ✓ C6527	Seabees	P	U	
Box 6	33	T ✓ C6589	Project Gunn	P, N	D	35 mm.
	34	T ✓ C6595	S.I. in Action	2P	D	
	35	T ✓ C6596	Farish Report	P	D	
	36	T ✓ C6597	Mission to Giessen	P	D	
	37	✓ C6598	Denmark Fights for Freedom	N	U	
	38	T ✓ D6089	West Coast Schools Maritime Activity	N	D	

	<u>Item</u>	<u>Index No.</u>	<u>Title</u>	<u>Print Negative Master</u>	<u>Declass. Secret Conf. Unclas.</u>	<u>Comments</u>
	39 ✓	D6098	Kharkov War Trial	P	U	35 mm.
	40 T ✓	D6195	OSS Film Report: Military Objec- tives of Axis Psy War	P, N	U	
	41	D6201	Why Defend China?	P	U	
	42 ✓	D6210	Sao Paulo	2P	U	
Box 7	43 ✓	D6212	Wings Over Brazil	2P	U	
Box 8	44 ✓	D6550	Iceland	P, N, M	D	
	45 ✓	D6615	Japanese Behavior	2P	D	
	46 ✓	E6957	That Justice Be Done	P, N*	U	
Box 8	47 ✓	E7066	Government Asking for Old Snapshots Taken Abroad	P, N	U	
	48 ✓	E7146	Burma Road - Chungking Bombing	P	U	
	49 T ✓	G7259	U.S.S. Kearney	P	U	
	50 ✓	G7304	OSS Agents in Yugoslavia	P	D	
	51 ✓	H6524	German Reprisals - Destruction in Greece	P	U	
			(H6681 items listed by reel number at end of indexed items)			
	52 T ✓	H6778	Morale Operations Field Report #1	2P	D	
Box 9	53 ✓	H6780	Azores Islands	P, N	U	
	54 ✓	H6782	Denmark and Sweden	P	U	
	55 T ✓	H6787	1940 Census of Housing	P	U	
	56 T ✓	H6813	Shinto - The Way of the Gods	P	U	

<u>Item</u>	<u>Index No.</u>	<u>Title</u>	<u>Print Negative Master</u>	<u>Declass. Secret Conf. Unclas.</u>	<u>Comments</u>
57 ✓	H6827	Secretary Wickard, War Bonds	P	U	
58 ✓	H7021	Triumph of the Wills	P	U	
59 ✓	H7280	German Manpower	P, N	U	
60 ✓	J6574	Homage of Mexico	N	U	
61 T✓	J6588	OSS Mission - Middle East	N	D	
62 ✓	J7077	South Seas	P	U	
63 ✓	J7079	Netherlands East Indies	P	U	
64 ✓	J7136	Netherlands East Indies (cont.)	P	U	
Box 10 65 T✓	K6981	Meet the Enemy - Insignia	P	U	German capti
66 T✓	K6982	Meet the Enemy - Insignia	P	U	Italian "
67 T✓	K6983	Meet the Enemy - Weapons	P	U	German "
68 T✓	K6984	Meet the Enemy - Weapons	P	U	Italian "
69 ✓	K7053	Marshal Tito's Wartime Hqs.	P	D	Taken from B6247 & C65
70 ✓	H6681	Reel 1	P	D	
71		Reel 2	P	D	
72		Reel 3	P	D	
73		Reel 4	N	D	
74		Reel 5	P	D	
75		Reel 8	P	D	
76		Reel 9	P	D	
77		Reel 10	P	D	

	<u>Item</u>	<u>Index No.</u>	<u>Title</u>	<u>Print Negative Master</u>	<u>Declass. Secret Conf. Unclas.</u>	<u>Comments</u>
Box 11	78		Reel 11	P	D	
	79		Reel 12	P	D	
	80		Reel 13	P	D	
	81		Reel 14	P	D	
	82		Reel 17	P	D	
	83		Reel 18	P	D	
	84		Reel 19	P	D	
	85		Reel 20	P	D	
	86		Reel 21	P	D	
	87		Reel 22	P	D	
	88		Reel 23	P	D	
	89		Reel 24	P	D	
	90		Reel 27	N	D	
	91		Reel 28	P	D	
	92		Reel 30	P	D	
	93		Reel 31	P	D	
	94		Reel 32	P	D	
	95		Reel 34	P	D	
	96		Reel 35	N	D	Project Gc
	97		Reel 36	P	D	Du
	98		Reel 37	P	D	
Box 12	99		Reel 38	P	D	
	100		Reel 39	P	D	
	101		Reel 40	P	D	
	102		Reel 41	P	D	
	103		Reel 42	P	D	

<u>Item</u>	<u>Index No.</u>	<u>Title</u>	<u>Print Negative Master</u>	<u>Secret Conf. Unclas.</u>	<u>Comments</u>
104		Reel 43	P	D	
105		Reel 44	P	D	
106		Reel 45	P	D	
107		Reel 46	P	D	Print to Reel 101
108		Reel 47	P	D	
109		Reel 48	P	D	
110		Reel 49	P	D	
111		Reel 50	P	D	
112		Reel 51	P	D	
113		Reel 52	P	D	
114		Reel 53	P	D	
115		Reel 54	P	D	
116		Reel 55	P	D	
117		Reel 56	P	D	
118		Reel 57	P	D	
119		Reel 58	P	D	
120		Reel 59	P	D	
121		Reel 60	P	D	
122		Reel 61	P	D	
123		Reel 62	P	D	
124		Reel 63	P	D	
125		Reel 65	P	D	
126		Reel 68	P	D	
127		Reel 71	P	D	
128		Reel 73	P	D	

Box 13

	<u>Item</u>	<u>Index No.</u>	<u>Title</u>	<u>Print Negative Master</u>	<u>Declass. Secret Conf. Unclas.</u>	<u>Comments</u>
	129		Reel 74	P	D	
	130		Reel 75	P	D	
	131		Reel 80	P	D	
	132		Reel 81	P	D	
	133		Reel 82	P	D	
	134		Reel 83	P	D	
Box 14	135		Reel 84	P	D	
	136		Reel 85	P	D	
	137		Reel 88	P	D	
	138		Reel 89	P	D	
	139		Reel 90	P	D	
	140		Reel 92	P	D	
	141		Reel 93	P	D	
	142		Reel 94	P	D	
	143		Reel 95	N	D	
	144		Reel 96	N	D	
	145		Reel 97	N	D	
	146		Reel 98	N	D	
	147		Reel 99	N	D	
	148		Reel 101	N	D	Negative t Reel 45
	149		Reel 103	N	D	
	150		Reel 104	N	D	Negative t Reel 111
	151		Reel 105	N	D	Negative t Reel 110
	152		Reel 106	N	D	

<u>Item</u>	<u>Index No.</u>	<u>Title</u>	<u>Print Negative Master</u>	<u>Declass. Secret Conf. Unclass.</u>	<u>Comments</u>
153		Reel 107	P	D	
154		Reel 108	P	D	
155		Reel 110	P	D	Print to Reel 105
156		Reel 111	P	D	Print to Reel 104

## ROUTING SLIP

STAT

TO	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10
NAME/TITLE						CORRESPONDENCE SYMBOL					

C/RSB

3.

4.

5.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> ALLOTMENT SYMBOL                         | <input type="checkbox"/> HANDLE DIRECT              | <input type="checkbox"/> READ AND DESTROY            |
| <input type="checkbox"/> APPROVAL                                 | <input type="checkbox"/> IMMEDIATE ACTION           | <input type="checkbox"/> RECOMMENDATION              |
| <input type="checkbox"/> AS REQUESTED                             | <input type="checkbox"/> INITIALS                   | <input type="checkbox"/> SEE ME                      |
| <input type="checkbox"/> CONCURRENCE                              | <input type="checkbox"/> NECESSARY ACTION           | <input type="checkbox"/> SIGNATURE                   |
| <input type="checkbox"/> CORRECTION                               | <input type="checkbox"/> NOTE AND RETURN            | <input type="checkbox"/> YOUR COMMENT                |
| <input type="checkbox"/> FILING                                   | <input type="checkbox"/> PER OUR CONVERSATION       | <input checked="" type="checkbox"/> YOUR INFORMATION |
| <input type="checkbox"/> FULL REPORT                              | <input type="checkbox"/> PER TELEPHONE CONVERSATION | <input type="checkbox"/>                             |
| <input type="checkbox"/> ANSWER OR ACKNOWLEDGE ON OR BEFORE _____ |   |  |
| <input type="checkbox"/> PREPARE REPLY FOR THE SIGNATURE OF _____ |   |  |

## REMARKS

The attached inventory form may be useful in scheduling your audiovisual records.

STAT

FROM	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10
NAME/TITLE						CORR. SYMBOL		BUILDING, ROOM, ETC.			
						TELEPHONE		DATE			

4/14/80

SERIES INVENTORY FORM FOR AUDIOVISUAL RECORDS (see instructions on back)	1. Prepared by	Org.	Phone No.
	3. Creating Office		
4. Series Description			

5. Dates	6. Arrangement	7. Volume
8. Restrictions		9. Rate of Accumulation per year <input type="checkbox"/> Cubic Feet <input type="checkbox"/> Items
10. Nature and Frequency of Use		
11. File Break. Date of Break. <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain.		
12. Retire Regularly <input type="checkbox"/> Yes <input type="checkbox"/> No		13. Present Disposition
14. Recommendations for Disposition		
15. Comments		

## CONVERSION TABLE

STILL PICTURES

## Negatives

2300 35mm 6 exposure strips = 1 cubic foot  
 8640 2 x 2 inch mounted slides = 1 cubic foot  
 2184 4 x 5 inch film sheets = 1 cubic foot  
 5960 2 1/4 x 3 1/4 inch film sheets = 1 cubic foot

## Prints

2350 8- by 10 inch glossies or contact sheets = 1 cubic foot  
 9400 4- by 5 inch glossies = 1 cubic foot

MOTION PICTURES

Six 35 mm reels (1000 feet) = 1 cubic foot  
 11 16mm reels (1200 feet) = 1 cubic foot  
 15 16mm reels (800 feet) = 1 cubic foot  
 32 16mm reels (400 feet) = 1 cubic foot  
 128 8mm reels (200 feet) = 1 cubic foot

SOUND RECORDINGS

76 16 inch disc recordings = 1 cubic foot  
 144 12 inch disc recordings = 1 cubic foot  
 48 7 inch audiotape reels = 1 cubic foot  
 16 10 inch audiotape reels = 1 cubic foot  
 172 audio cassettes = 1 cubic foot

VIDEO RECORDINGS

Ten 3/4 inch cassettes = 1 cubic foot  
 Three 2 inch reels = 1 cubic foot  
 Nine 1 inch reels = 1 cubic foot  
 43 1/2 inch reels = 1 cubic foot

## SERIES INVENTORY FORM FOR AUDIOVISUAL RECORDS

(Prepare One Form for Each Series)

SERIES: A group of still photographs, motion pictures, sound recordings, video recordings, or combinations of these media in multimedia productions, that is arranged under a single filing or numbering system, or that relates to a particular subject, or that is produced or acquired by the same unit/activity.

/Completing the Series Inventory Form/

1. Enter your name, organization unit, and telephone number.
2. Include building and room number. If original material (e.g., motion picture preprint, master tapes, still negatives, etc.) is not in the same place, where is it?
3. Which unit created these records?
4. Include the following in the description:
  - a. Format (4x5, 16mm, 1/2 inch) and Generation.
  - b. Subject Matter covered in the series. (e.g., testimony of the Secretary before Congressional committees; maneuvers and combat operations; projects undertaken with grants administered by the Agency; drainage and irrigation projects conducted by the Service, etc.)
  - c. Purpose served by the series. (e.g., public relations, internal training, raw data for engineering evaluation, documentation of Agency history, etc.)
  - d. Finding Aids such as data sheets, shot lists, continuities, review sheets, catalogs, indices or caption lists. If they exist, where are they?
  - e. Related Documentation. Do case files or similar files exist that include production contracts, scripts or other documents concerning the origin, acquisition, release and ownership of these records? Where?
5. What is the date span of the series?
6. What is the internal arrangement of the series (e.g., alphabetically by surname, subject or State; chronologically; numerically; etc.)?
7. What is the volume of the series? (See conversion table on obverse.)
8. Are there restrictions on access to or release of items in the series? If so, what statute, exemption to the FOIA or regulation authorizes this restriction? Are any items copyrighted?
9. How many cubic feet (or, if negligible, items) were added to this series last year?
10. How many requests for copies does your unit handle in a month? Who requests the copies and for what purposes? (e.g., Engineering Division for analysis of experiments; Agency newsletter for publication; Training Division for slide-tape shows; broadcasters for commercial television programs; private publishers for magazine publication; the general public; etc.)
11. Has the series been broken at regular intervals into parts on the basis of a cut-off date or end of a program activity so that earlier parts can be retired without disturbing the remainder of the series? When was the latest break? If not broken, how have the inactive records been removed?
12. Have parts of the series been retired regularly to agency storage areas or to a Federal Records Center (FRC)? How often? If parts of the series have been retired to an FRC, attach copies of the SF-135's.
13. Which item of your agency's Records Disposition Schedule applies to this series? If none applies, what happens to the items your unit no longer needs?
14. How long does your unit need to keep those items added to the series last year in order to respond to internal agency requests?
15. Any comments. What other units in your organization hold, produce or contract for audiovisual material?